

E – Travel News

March 7, 2003

Volume 1 Issue 1

Do You UTS?

Breaking News:

Recently, new upgrades were completed on the Unit Travel System (UTS), which make it easier for the AO to know there is a claim waiting for approval and the traveler know when their claim is approved. Each AO and Traveler should ensure that they click on the profile icon and add their Office E-mail Address to their security page. Once you update your e-mail address click the previous screen button at the bottom of the page, then click the save button in the bottom right corner of the main profile page.

The 'Profile' window displays the 'Personal Profile' section. It includes fields for Personal Information (ID, SSN, Last Name, First Name, Middle Initial, Grade/Rank, Unit, AO's Unit, Privilege, Cost Center) and Home/Work Address (Number, Street, Apt, City, State, Zipcode, Phone). A blue bar at the bottom prompts the user to 'Enter the Social Security Number of this individual.' Buttons for 'Delete', 'Cancel', and 'Save' are at the bottom.

Personal Information	
ID:	999559999
SSN:	999559999
Last Name:	COASTIE
First Name:	IMA
Middle Initial:	G
Grade/Rank:	E9
Unit:	5347400
AO's Unit:	5347400
Privilege:	Traveler
Cost Center:	47400

Home Address	
Number, Street, Apt.	121 W. ST
Street, etc. line 2	
City:	TOPEKA
State:	KS KANSAS
Zipcode:	66683
Phone:	1234567890

Work Address	
Number, Street, Apt.	121 W ST
Street, etc. line 2	
City:	TOPEKA
State:	KS KANSAS
Zipcode:	66683
Phone:	123456780

The 'Profile - Security Options' window displays the 'Security Information' section. It includes fields for Privileges (Authorizing Official, Systems Administrator), New Logon Password, New Secondary Password, Authentication Information (Mother's Maiden Name, Date of Birth, Town of Birth), and Additional Information (Default Authorizing Officer, Signature Proxy, Office Email Address, Home Email Address). A blue bar at the bottom asks 'Do you have Authorizing Officer privileges?'. Buttons for 'Cancel' and 'Previous Screen' are at the bottom.

Security Information	
Privileges	Authorizing Official <input type="checkbox"/> Systems Administrator <input type="checkbox"/>
New Logon Password	Enter: [REDACTED] Re-enter: [REDACTED]
New Secondary Password	Enter: [REDACTED] Re-enter: [REDACTED]
Authentication Information	Mother's Maiden Name: [REDACTED] Date of Birth: [REDACTED] Town of Birth: [REDACTED]
Additional Information	Default Authorizing Officer: STADLER, KAREN S Signature Proxy: [REDACTED] Office Email Address: imagcoastie@hotmail.com Home Email Address: [REDACTED]

This is where you will enter your e-mail address. ←

When the traveler sends the claim to the AO, the AO receives an e-mail like this:

The following travel/advance request is awaiting authorization:
Traveler Name: COASTIE, IMA J.
TONO: 1103555566660000
Dates of Travel: 03/01/2003 - 03/01/2003

When the AO approves the claim, the member receives an e-mail like this:

The following travel/advance request has been approved:
TONO: 1103XX0000000000
Dates of Travel: 03/03/2003 - 03/05/2003

E-Travel News Continued.....

Friendly Reminders:

PCS Claims: We have noticed a number of members submitting claims for their PCS move via UTS. UTS is NOT to be used for Permanent Change of Station (PCS) Claims. PCS claims submitted via UTS can not be processed correctly and could result in a delay of your entitlements. You will be required to resubmit these claims in hard copy format.

Advances: Please remember that if you submit a request for advance via UTS it will automatically be calculated when you submit your settlement. Please do not enter any amount in the Amt. Previously Advanced block if you processed your advance via UTS. Only complete this block if you manually faxed or mailed the advance request, or received travelers' checks as an advance.

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/hrsic/Manuals-Pubs-Newsletters/Travel/uts/faq/faq.html>

Please share this important information with all of your travelers in your unit/area so that they can stay informed of important UTS changes and improvements.

Please send your suggestions for improvements to: <mailto:hrsic-utscst@hrsic.uscg.mil>

Coming next month: Split Disbursement—soon you can pay your credit card right from UTS, and forget about spending your hard earned money for stamps!